

Fiscal and Audit Support Staff

JOB DESCRIPTION

The Governor's Office of Management and Budget is seeking to hire a Fiscal and Audit Support Staff. The Fiscal and Audit Support Staff will work within the Grant Accountability and Transparency Unit and will assist in the State's implementation of the Grant Accountability and Transparency Act (GATA 30 ILCS 708). Job duties include, but are not limited to:

- Developing strong working understanding of the fiscal and audit requirements under 2 CFR 200. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Illinois Grant Accountability and Transparency Act;
- Assist with the coordination of the Audit Report review and Corrective Action Plans for the grant making agencies in the State;
- Assist with the management of the Audit Report review contractor to ensure that audit reports are reviewed on a timely basis, adequate information is provided and distributed to grant making agencies;
- Assist with scheduling contractors to perform work paper reviews for audits that do not appear to meet auditing requirements and provide recommendations to management on disposition of audits not meeting auditing standards;
- Assist with the design of an Audit Report Review case management system;
- Assist with the review of Government Audit Findings and making recommendations to state grant making agencies on the acceptance of corrective action plans;
- Track audit findings by type and occurrence;
- Track performance measures for the audit report review and fiscal and administrative on-site review;
- Maintain the Audit Report Review and Fiscal and Administrative On-Site Review FAQs;
- Track most frequently issued audit findings for training purposes.
- Assist with the tracking and coordination of Fiscal and On-Site Review, including maintaining TeamMate;
- Gain an understanding of the CSFA, grantee portal, TeamMate and the audit report review tracking solution to provide data for purposes of analysis, including billing state agencies for centralized functions and assisting grantees and agency subject matter experts in navigating the system;
- Assist in developing the Audit and Fiscal and Administrative On-site Review sections in the GATA policy manual;
- Assist with GATA centralized functions including registration questions, ICQ questions, SAM.gov registration issues, assignment of state cognizant agencies, and the Illinois Stop Payment System;
- Develop expertise in ongoing matters of state and federal guidance for the administration grant funding including State and Federal statutes, code of federal regulation, Illinois Administrative Code and state accounting requirements such as grant administration, cost principles, reporting, and audit requirements;
- Understand the State's Grant Accountability and Transparency Act structure, mission, implementation and ongoing assessment in order to make meaningful recommendations for improvement;
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Candidates must have, at a minimum, a Bachelor's degree in Accounting, with experience in Generally Accepted Auditing Standards and Generally Accepted Government Auditing Standards or experience in preparing financial statements in accordance with Generally Accepted Accounting Principles for State, Local Government and Nonprofit entities. A CPA or CPA candidate is preferred.

In addition, a successful candidate would have the following:

- Strong public finance background with experience in conducting desk reviews of Single Audit Reports, Financial Audits and Audits conducted in accordance with Government Auditing Standards.
- Knowledge of Internal Controls to ensure corrective action plans for audit findings are in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Strong analytical capabilities to track performance measures and design monitoring and reporting systems.
- Software fluency must include Microsoft Excel, Word and Power-point. Experience with Microsoft Access is desirable.
- Ability to concisely and effectively communicate orally and in writing about developing situations and complex ideas under time pressure and with competing demands. Must be able to dialog with audiences with varying degrees of skills and proficiency in the topical area.
- Ability to accommodate and support the delivery of technical assistance with a respectful customer service orientation.

The ideal candidate will possess the following skills and interests:

- A commitment to public sector involvement and to public policy issues, and an understanding of or an willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses of audit findings from both programmatic and Fiscal and Administrative perspectives;
- Ability to work in high-paced, fluid environment, providing accurate information frequently on short timelines;
- Ability to handle multiple tasks, and projects;
- Ability to professionally interact with agency representatives, grantees, constituents, legislators, and Governor's Office staff;
- Pro-active work ethic to self-develop appropriate areas for analysis to understand trends, identify problems and issues and offer potential solutions.
- An awareness of the grant management life cycle and recent state and federal grant reform initiatives including GATA and 2 CFR 200, et al, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;.

WORK LOCATION

This position is based in Springfield; occasional overnight travel is required.

SALARY/COMPENSATION AND POSITION CLASSIFICATION

Salary and position classification will be determined based on the level of experience when a job offer is made.

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.